



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 LESTER STREET
QUANTICO, VIRGINIA 22134-5010

IN REPLY REFER TO:

5720

DON-USMC-2021-000163

13 Oct 20

Sent via email to: *craig.stephens@aces.biz*

Mr. Craig Stephens
Alamo City Engineering Services
3463 Magic Drive Suite 137
San Antonio TX 78229

SUBJECT: FOIA DON-USMC-2021-000163

Dear Mr. Stephens:

This letter responds to your Freedom of Information Act (FOIA) request dated October 7, 2020, which requests "all CPARS training for all personnel responsible for the creation of the CPARS related to this contract award."

A releasable copy of the requested documents is provided.

After a careful review of the requested documents, this agency has determined that portions of the responsive documents are privileged from disclosure pursuant to FOIA Exemption 5 U.S.C. § 552(b) (6).

Specifically, FOIA exemption 5 U.S.C. § 552(b) (6) protects personal identifiers (such as names, contact information, or any information that would lead to their identity) of third parties, the release of which would constitute an unwarranted invasion of personal privacy.

Fees associated with processing your request are minimal and waived.

If at any time you are not satisfied that a diligent effort was made to process your request, you may file an administrative appeal with the Assistant to the General Counsel (FOIA) at: Department of the Navy, Office of the General Counsel, ATTN: FOIA Appeals Office, 1000 Navy Pentagon Room 4E635, Washington DC 20350-1000.

For consideration, the appeal must be received in that office within 90 days from the date of this letter. Attach a copy of this letter and a statement regarding why you believe an adequate search was not conducted. Both your appeal letter and

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the envelope should bear the notation "FREEDOM OF INFORMATION ACT/PRIVACY ACT APPEAL." Please provide a copy of any such appeal letter to the MARCORSYSCOM address above.

Any questions concerning this matter should be directed to Mrs. Bobbie Cave at (703) 432-3934 or bobbie.cave@usmc.mil.

Sincerely,

A handwritten signature in dark ink, appearing to read "M. A. Manning", with a stylized flourish at the end.

M. A. MANNING
Chief of Staff

Defense Acquisition University



This certifies that

(b) (6)

has successfully completed

CLC 222 Contracting Officers Representative (COR) Online Training

on

6/28/2019

(b) (6)

President Defense Acquisition University



UNITED STATES MARINE CORPS
MARINE CORPS SYSTEMS COMMAND
2200 Lester Street
QUANTICO, VIRGINIA 22134-5010

4200
CT024/17-466
22 March 2017

FROM: (b) (6) APM Contracts, PMM 110 IS&I

TO: (b) (6) PMM 110, Marine Corps Network & Infrastructure (MCNIS)

SUBJ: APPOINTMENT OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)
FOR CONTRACT NUMBER: M67854-17-D-4001

Ref: (a) COR Nomination Letter for Contract M67854-17-D-4001
(b) Federal Acquisition Regulation 1.602-2(d)
(c) Defense Federal Acquisition Regulation Supplement PGI 201.602-2 Contracting
Officer's Representative
(d) MARCORSYSCOMO 4200.3A

1. As requested by Reference (a), you are hereby designated as the Contracting Officer's Representative (COR), in administration of the subject contract for Network Access Control, Compliance, and Remediation, with Alamo City Engineering Services, Inc. This appointment is effective 22 March 2017.

Reference (b), (c) and (d) provide the overall policy on appointment, assignment and responsibilities of a COR. In general, you are responsible for monitoring the contractor's technical compliance and progress relative to the assigned contract/order. Your duties and responsibilities as a Marine Corps Systems Command (MCS) appointed COR are described in detail in reference (c). You must review reference (c) prior to acknowledging this appointment. A copy should be retained for reference during your appointment as a COR. Reference (c) requires surveillance of your performance as a COR by your supervisor and by the cognizant Contracting Officer. You should become familiar with both requirements.

2. Reference (b) and (c) requires that you maintain a file for each contract assigned. As a minimum, the COR file must contain the following:
 - a. A duplicate copy of the COR Appointment letter (signed and acknowledged).
 - b. A copy of the contract, task/delivery orders, and all modifications.
 - c. A copy of all correspondence (including e-mails) with the Contractor, Contracting Officer and/or Ordering Officer, and other Government officials involved in the contract and/or deliver/task order such as the Administration Contracting Officer (ACO).
 - d. A record of all Government Furnished Property (GFP), the date provided to the Contractor, and the condition of the property when provided.
 - e. A copy of the Contract Administration Plan and post-award conference minutes and attendance list (if applicable).
 - f. Copy of each DD Form 254, Security Specification.

- g. Name, position, title, phone number and function of every Government person who is providing technical or administrative assistance (e.g., DCMA representative).
 - h. Contact information, responsibilities, and limitation of the Alternate COR (ACOR), if assigned.
 - i. A surveillance plan describing, when, where, and how surveillance is accomplished, and how the results will be used (Quality Assurance Surveillance Plan) if applicable.
 - j. Copies of the minutes and list of attendees for each contract related meeting, Memo for Records (MFRs) for all telephone calls.
 - k. Copies of test reports (if applicable).
 - l. A copy of all Contractor performance reports, including CPARS reports, if applicable.
 - m. Documentation of deficiencies observed, performance failures, late deliveries, non-conforming items or work, security violations, hazardous working conditions, safety and occupational health violations, or any improper use of Government material and steps taken to correct the deficiencies.
 - n. A system of documenting all labor hours, costs, travel dollars authorized and expended.
 - o. Copies of all invoices, receipt and acceptance documents processed from the Contractor.
 - p. Copy of COR Monthly Reports.
 - q. Log of all Contractor CDRL submissions, including tracking data from initial delivery through Government review and comment and final delivery, as required.
 - r. Record of overall Contractor performance evaluation at the end of the contract or delivery/task order; and
 - s. Letter termination COR appointment (if applicable)
3. The COR file will be maintained until the end of the contract performance, when it will be turned over to the cognizant Contracting Officer for inclusion as part of the official contract file.
4. You must not misrepresent the limits of your authority in dealings with the contractor(s) nor take any action which may constitute, or appear to constitute, a constructive change to the contract or an unauthorized commitment. You shall not direct any change that "affects price, quality, quantity, delivery, or other terms and conditions of the contract" FAR 1.602-2(d) (5). You may be personally held liable for unauthorized acts and your performance will be documented accordingly.
5. You are not authorized to appoint, delegate, re-delegate, or sub-delegate your COR responsibilities to another person. This includes the COR supervisor.
6. You must complete any outstanding COR training provided under the MCSC Kapstone program within six months of appointment and obtain COR refresher training every three years to remain eligible for a COR appointment or to maintain COR appointments on existing contracts/orders. You are responsible for completing any newly required training that may become available after appointment as COR. Such training will be offered via the Kapstone program.
7. You must complete MCSC-designated ethics training and submit an OGE Form 450, annually, to remain eligible for a COR appointment or to maintain COR appointments on existing contracts/orders. The POC for completion of the OGE Form 450 is the Office of General Council at MCSC.

8. As a COR, you are also responsible for reviewing and authorizing contractor badge requests for access to MCSC facilities. This responsibility extends only to contracts/orders for which you are currently assigned.
9. Your appointment is effective for the entire period of performance of the contract/order unless specifically terminated by the Contracting Officer. If you are reassigned, detach from MCSC or reach contract completion, you must submit a COR Termination letter to the Contracting Officer stating the reason and date for termination of duties. A copy of the COR Termination letter must be laced in the COR file. If a new COR is appointed, all reports, records, and communications must be made available to the successor COR.
10. This appointment letter is not intended to be all-inclusive. Specific individual situations that have not been covered, have created a question, or are considered to be beyond your scope of responsibility as a COR should be brought to the attention of the Contracting Officer immediately.
11. The COR must sign and return this appointment letter to the Contracting Officer within three working days of receipt. The COR appointment cannot be executed until a copy of this letter is signed by the COR and returned to the Contracting Officer.

(b) (6)



Contracting Officer

COR/ACKNOWLEDGEMENT/ACCEPTANCE:

I understand my technical duties and limitations as assigned by this appointment.

I accept the appointment as COR for the subject requirement.

NAME: (b) (6)

SIGNATURE: (b) (6)

TITLE: (b) (6)

DATE: 22 MAR 2017

RANK/GRADE: WH-111

TELEPHONE: (b) (6)

Copy To:

Contracting Officer (Contract File)

MCSC COR Coordinator

Contractor

Nominating Official